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JUL 19 1954

Storage of Household Effects of Employees in Emergency Areas

1. A review has been made of the questions raised in the referenced memorandum regarding vouchers covering storage of household effects of employees transferred to designated emergency areas as prescribed by Headquarters. Also, as requested a procedure is set forth herein for establishing obligations on the records for this expense prior to the receipt of claims for reimbursement or invoices for direct payment.

3. As requested in paragraph 8 of the referenced memorandum the following procedure is suggested for the obligating of this expense, subject to modifications or revisions as are deemed appropriate by the Fiscal Division based upon actual operating circumstances:

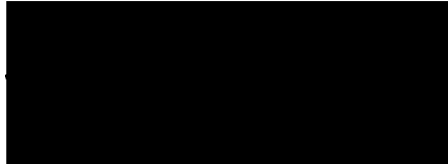
b. The Travel Branch will maintain at all times a current listing of all such personnel having household effects in storage. A listing of such personnel as of 1 July 1954 is attached.

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JOB NO. BOX NO. FLD NO. DOC. NO. 5 NO CHANGE
IN CLASS/ DECLASS/ CLASS, CHANGED TO: TS S(C)RET JUST 22
NEXT REV DATE 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84 6/1/84
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c. The Travel Branch will forward the Miscellaneous Obligation Records to the Accounts Branch, Fiscal Division, for recording in the allotment ledger at the beginning of each month. The Accounts Branch, after recording the obligations will return the Miscellaneous Obligation Records to the Travel Branch for the processing of current transactions relating thereto.



25X1A9A

ATTACHMENT

TAS/HEJ:jh (14 July 54)

Rewritten FWG/jh (15 July 54)

Distribution:

- Orig. & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - Fiscal Division/Travel Br.
- 1 - Fiscal Division/Accounts Br.
- 1 - TAS Chrono
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